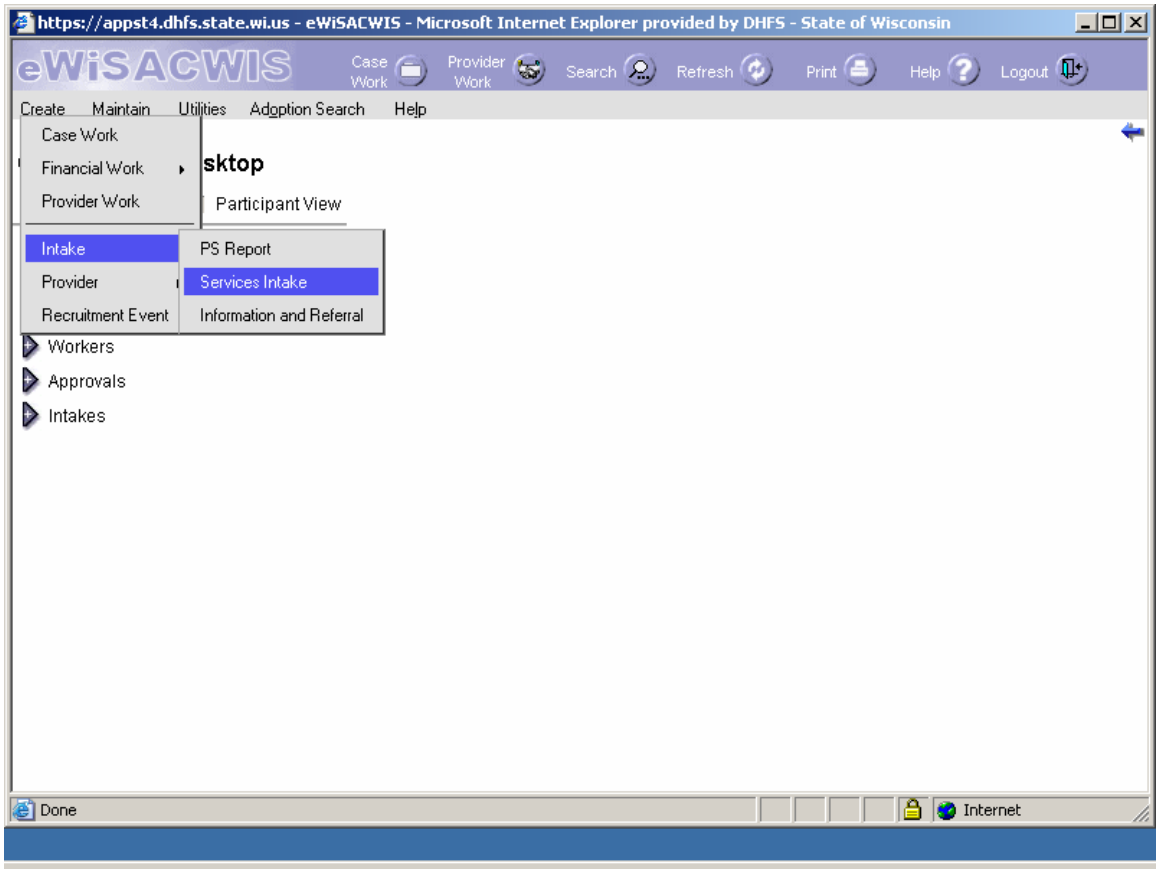
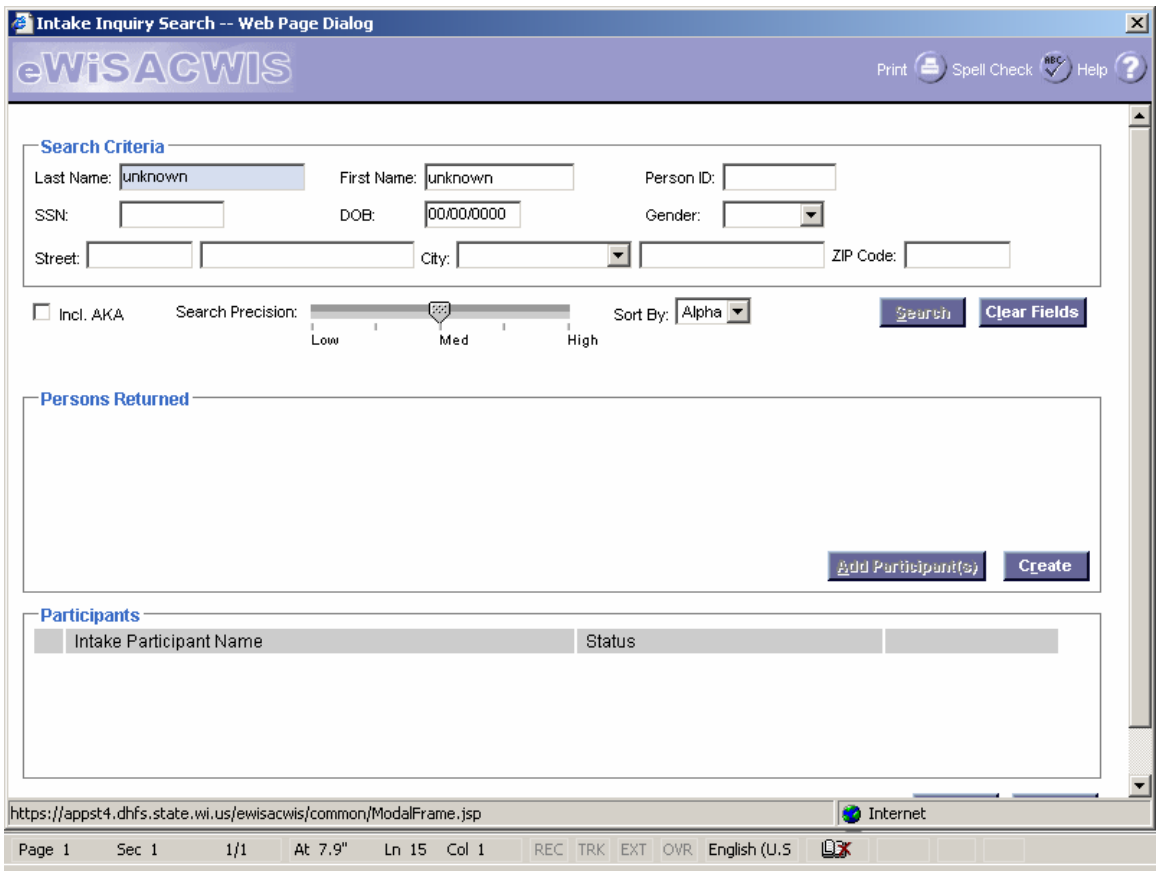
Relinquished Infants

1. When a child is relinquished to the county due to the Safe Haven Law, a case needs to be created in eWiSACWIS. A SERVICES INTAKE needs to be entered.

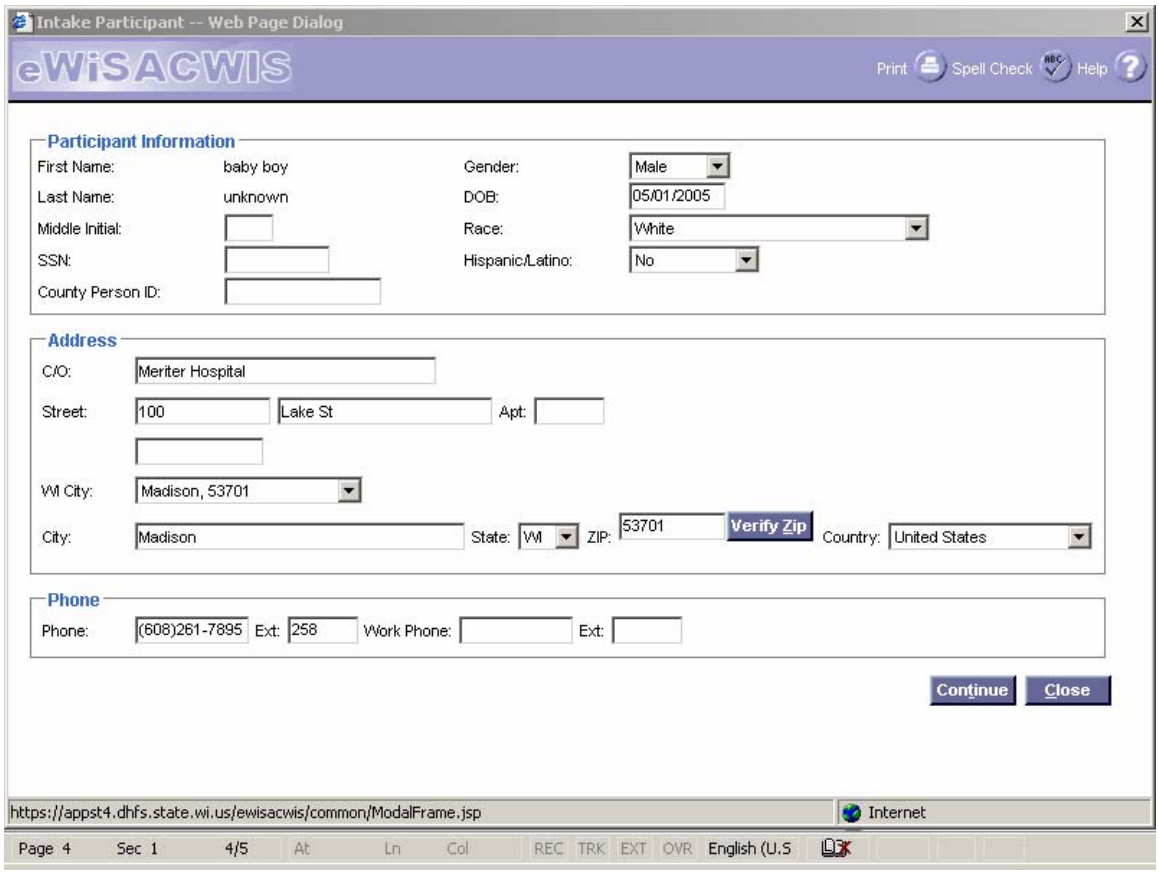


2. The Search window will now open. At least one parent must be documented in the intake along with the relinquished infant. When searching out the parent, use the name UNKNOWN UNKNOWN. The parent must not be identified on the Services Intake due to confidentiality concerns.

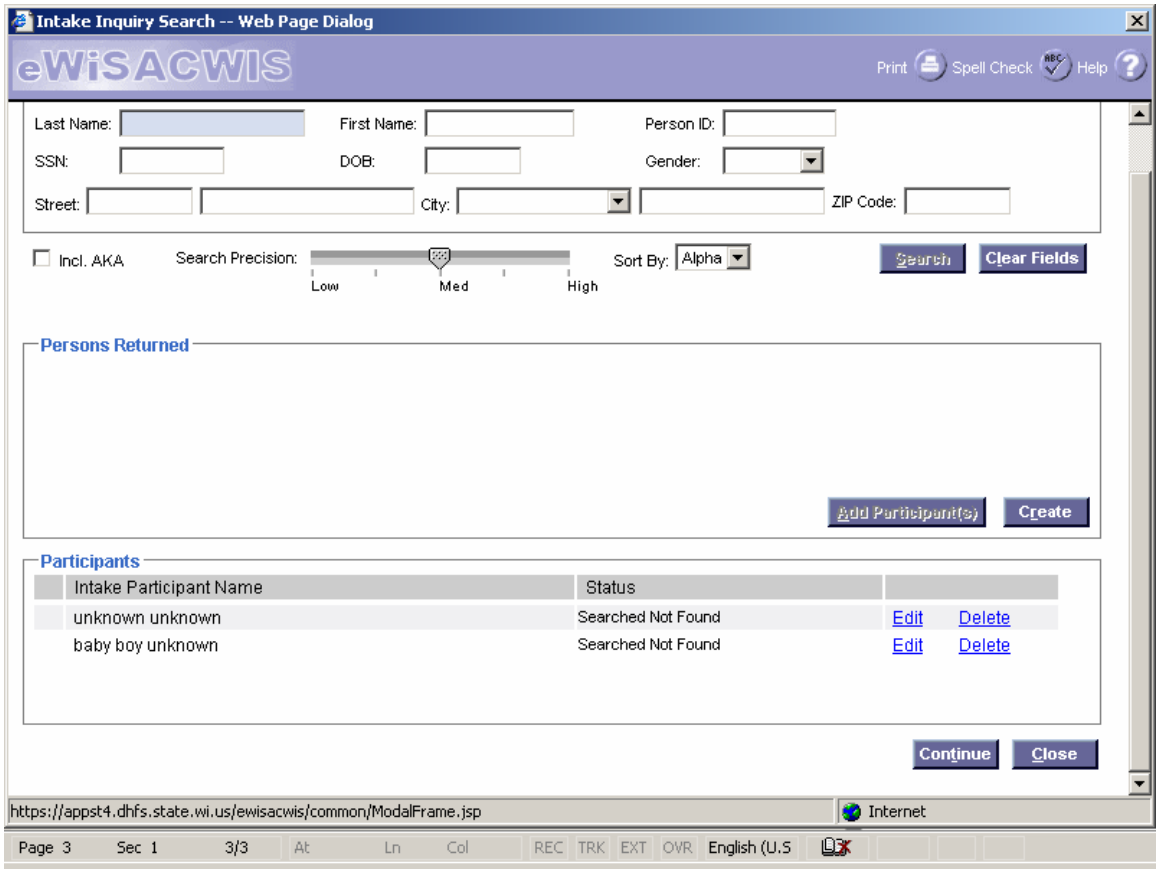


3. The Search is disabled and Create is enabled. Select Create. **Do not** enter any demographic or known information about the parent on the Intake Participant screen due to confidentiality concerns and also because this may trigger AFCARS errors for this case. Select the Continue Button on the Intake Participant screen. This will bring you back to the Search screen listing Unknown Unknown in the Participant Group box.

4. Start the process over again for the child. For the child, it is important to use a name with "UNKNOWN" in it such as Baby Boy Unknown, Unknown Infant, etc. This will result in a unique person record being created for the child in the eWiSACWIS system. When the Intake Participant screen appears, complete it with all known data and select the Continue Button.



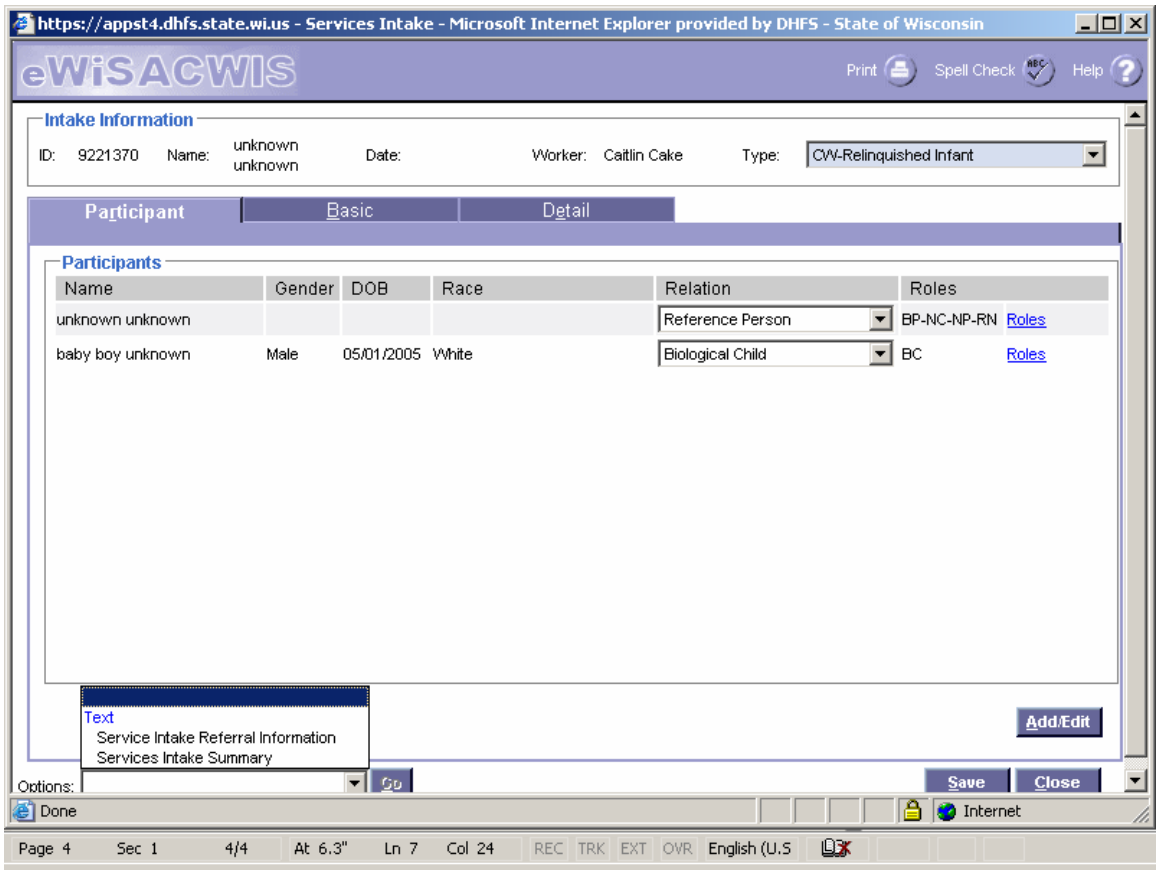
5. Both participants will appear on the Intake Inquiry Search in the Participants Box. Click the Continue Button.



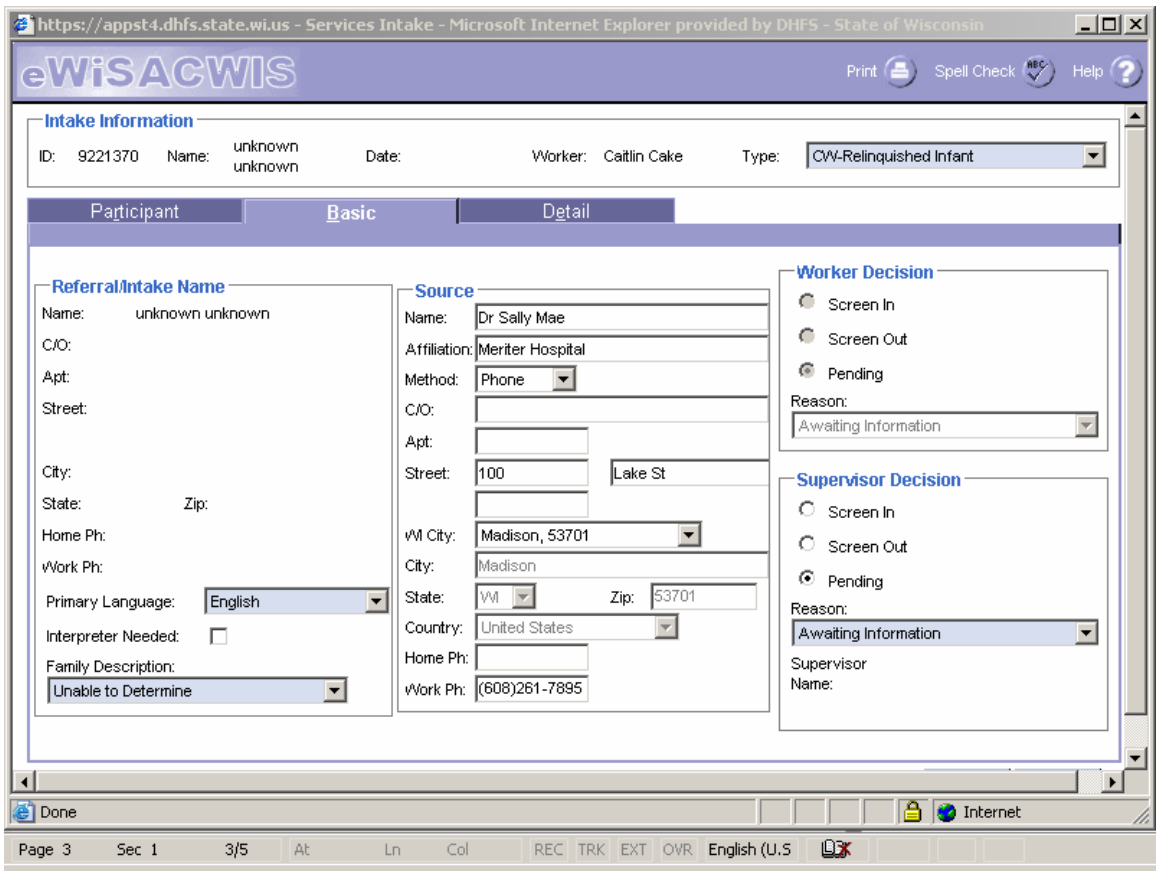
6. The Services Intake Participant Tab will appear. The case type of "CW-Relinquished Infant" should be used.

7. Complete the Relationships and Roles with the appropriate data. The parent (Unknown Unknown) must have the relationship of "Reference Person" and roles of "Biological Parent" and "Referral Name". The infant (Baby Boy Unknown in this example) should have the relationship of "Biological Child" and the role of "Biological Child". It is extremely important for these specific relationships and roles to be selected as these will result in the Relinquishment Case checkbox automatically being checked on the child's person management record which will also disable some of the AFCARS ticklers for this case.

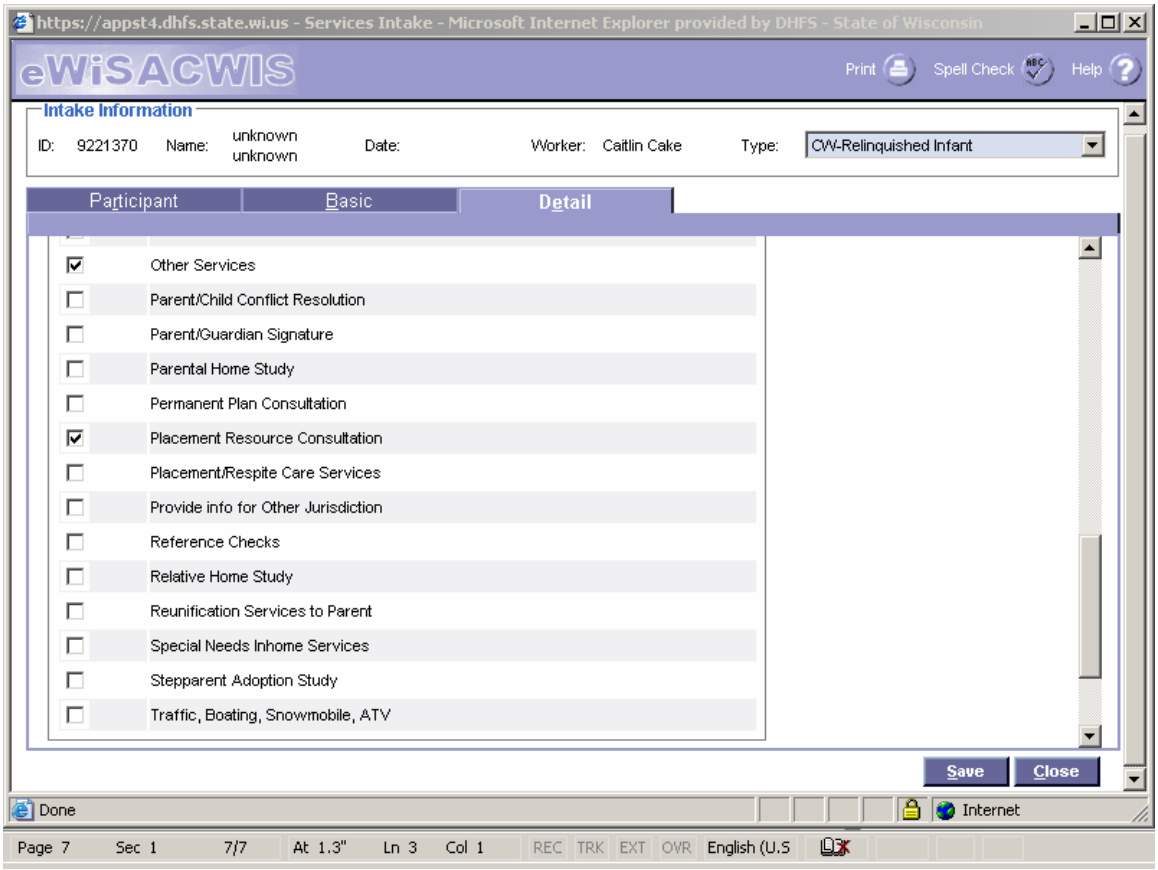
8. A Narrative can be completed by selecting the Services Intake Summary or Services Intake Referral Information.



9. Next, complete the Basic Tab. The Referral/Intake fields should not populate based on Unknown Unknown's lack of demographic information. Also complete the Source Group Box. The Family Description box will default to 'Unable to Determine'. This should remain as the family description as this will also prevent certain AFCARS errors from being generated. If another value is selected you will receive AFCARS ticklers.



10. Next, complete the Detail Tab with appropriate services.



11. If all work has been completed and if appropriate, Screen In the Intake and send to the supervisor for usual processing and assignment.

NOTE: By using the appropriate reference values in the service intake the Relinquishment Case checkbox on the child's Person Management Additional Tab will automatically be checked. If the checkbox is unchecked the following message will display, "**The Relinquishment Case checkbox should only be unchecked when the case is no longer a relinquishment case. Once unchecked, the checkbox can not be reselected and all AFCARS error processing will apply. Do you want to uncheck the Relinquishment Case Checkbox?"** If the user selects 'yes', the message will close and the check box will uncheck. If the user selects 'no', the message will close and the check box will remain checked and enabled. As long as the checkbox is checked there are certain AFCARS ticklers that will not apply to this case; however, if the checkbox is unchecked all AFCARS errors and processing will apply to the case.

Supervisor

When creating the case for the Intake, use the values of CPS Family for Case Type and Other for the Description.